



## Refund Application Form- International Students

Student Name:		Student ID:	
Course:			
Course Start Date:			
Date of Withdrawal:			
Enrolment status			Please tick box
I have commenced my course			<input type="checkbox"/>
I have not commenced my course			<input type="checkbox"/>
I currently owe fees and want them reconsidered			<input type="checkbox"/>
I wish to apply for a refund for the tuition fees paid for the course described above and my reasons for applying for a refund are:			
<input type="checkbox"/> Visa refused prior to orientation date		<input type="checkbox"/> Provider Default	
<input type="checkbox"/> Visa cancelled due to actions of the student		<input type="checkbox"/> Other (please specify below)	
<b>Conditions of Refund</b>	<ul style="list-style-type: none"> <li>According to the refund policy, the refunds will be paid to the person or organisation that made the original payment. If you would like YCA to transfer the refund amount to you or someone else, please provide the bank details below. YCA will process the refund deducting any commission paid to the education agent.</li> <li>Where the student breaches Yarra College Australia's Policies and Procedures no refund is payable</li> </ul>		

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Bank Details for Refund Processing			
Account Name:			
BSB:		Account Number:	
Bank Name:			
Swift Code:		IBAN:	
Account Holder Address:			
Bank Address:			
Student Agreement	By signing this form, I agree with the condition of refund stated above and YCA RefundPolicy.		
Student Signature:			
Printed Name:			
Date:			
Processed by:			
CEO Signature:			
Printed Name:			
Date:			

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OFFICE USE ONLY		
Refund Application processed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refund Granted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refund Paid and enrolment cancelled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Default notification provided to TPS as required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outcome of refund process reported to TPS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Course code:</p> <p>Amount paid:</p> <p>Tuition Fee:</p> <p>Non-Tuition Fee:</p> <p>Receipt number:</p> <p>Date of payment:        /        /</p> <p>Course start date:</p> <p>Date of the Application:</p> <p>Refund amount:</p> <p>Comments:</p> <p>I confirm that the above-named student has paid the above fee to the YCA. I am satisfied that the College will not provide the service covered by such fee. I am satisfied that the fee was not inappropriately charged.</p> <p>Approving officer's name: _____ Processing date: _____</p>		

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